



REPUBLIC OF THE PHILIPPINES  
**REGIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL MIMAROPA**

Regional Disaster Risk Reduction and Management Council MIMAROPA, PEO Compound, Kumintang Ilaya, Batangas City, Philippines

MEMORANDUM No. 015  
Series 2023

**RUSH**

For : RDRRMC MIMAROPA MEMBER-AGENCIES  
MIMAROPA LOCAL DRRM OFFICES (LDRRMOs)  
OCD MIMAROPA FIELD OFFICERS

Subject : IMMEDIATE SUBMISSION OF INCIDENT REPORTS

Date : February 4, 2023

1. **REFERENCE:** Directive from **SECRETARY CARLITO G. GALVEZ, JR.**, Secretary of the Department of National Defense and Chairperson, National Disaster Risk Reduction and Management Council (NDRRMC), dated February 4, 2023, regarding incident reporting.
2. In the occurrence of major incidents in your respective area of responsibility (AOR), such as strong destructive earthquakes, huge fires, flash floods, terrorism (man-made disaster), etc, Secretary Carlito G. Galvez, Jr., expects to receive an initial incident report or information within **30 MINUTES to 1 HOUR** right after the happening of said incidents.
3. In this regard, we would like to request concerned MIMAROPA LDRRMOs and RDRRMC MIMAROPA member-agencies to **IMMEDIATELY** send Initial Incident Report or information of any major incident monitored in your respective area of responsibility (AOR) **SIMULTANEOUSLY /AT THE SAME TIME** to our official Facebook Page, **Civil Defense MIMAROPA**; to our email addresses, [ocd4\\_mimaropa@yahoo.com](mailto:ocd4_mimaropa@yahoo.com) or [mimaropa@ocd.gov.ph](mailto:mimaropa@ocd.gov.ph), and our Messenger Group Chat and through call/text to mobile numbers **09175330400 / 09088205177**. If pictures of the incident are already available, please send them also with captions the soonest possible time.
4. Your submitted immediate Incident Report/s are being sent by Sec Galvez Jr, our SND /Chairperson, NDRRMC to H.E. President Marcos Jr.
5. For your strict compliance.

**DIRECTOR RUBEN L CARANDANG**  
Chairperson, RDRRMC MIMAROPA  
Regional Director, OCD MIMAROPA, DND